

**2009 Resident Personal Income Tax Return**

***e-file* Leave the Paper Behind - e-File!**

- Quick Refunds
- Accurate
- Proof of Acceptance
- Free \*\*

No more paper, math errors, or mailing delays when you **e-File!**

Refunds in as little as 7 to 10 days with direct deposit option.

**e-File** today, pay by April 15, 2010 to avoid penalties and interest.

**e-File** through an Authorized IRS/DOR *e-file* provider or by using your Personal Computer and the Internet. Visit our web site at [www.azdor.gov](http://www.azdor.gov) for a listing of approved *e-file* providers and on-line filing sources.

\*\* For free *e-file* requirements, check out our web site at [www.azdor.gov](http://www.azdor.gov).

**Who Can Use Form 140EZ?**

You can use Form 140EZ to file for 2009 if all of the following apply to you.

- You are single, or if married, you and your spouse are filing a joint return.
- You (and your spouse if married filing a joint return) are full year residents of Arizona.
- You (and your spouse if married filing a joint return) were under age 65 and not blind at the end of 2009.
- You are not claiming any dependents.
- You are not claiming an exemption for a qualifying parent or ancestor.
- You are not making any adjustments to income.
- You do not itemize deductions.
- You are not making voluntary gifts through means of a refund check-off, except for voluntary gifts to the Citizens Clean Elections Fund.
- Your Arizona taxable income is less than \$50,000, regardless of your filing status.
- The only tax credits you are claiming are:
  - the family income tax credit,
  - the credit for increased excise taxes,
  - the Clean Elections Fund tax credit.

**NOTE:** If you are an active duty military member and required to file an Arizona return, **DO not file Form 140EZ.** For 2009, you may subtract all active duty military pay included in federal adjusted gross income. To take this subtraction, you must file your 2009 return using Form 140. For more information, see Form 140 instructions.

**Do You Have to File?**

Arizona Filing Requirements These rules apply to all Arizona taxpayers.		
You must file if you are:	AND your Arizona adjusted gross income is at least:	OR your gross income is at least:
● Single	\$ 5,500	\$15,000
● Married filing jointly	\$11,000	\$15,000
● Married filing separately	\$ 5,500	\$15,000
● Head of household	\$ 5,500	\$15,000

If you are an Arizona resident, you must report income from **all** sources. This includes out-of-state income.

To see if you have to file, figure your gross income the same as you would figure your gross income for federal income tax purposes. Then, you should exclude income Arizona law does not tax.

Income Arizona law does not tax includes:

- Interest from U.S. Government obligations
- Social security retirement benefits received under Title II of the Social Security Act
- Benefits received under the Railroad Retirement Act
- Active duty military pay
- Pay received for active service as a reservist or a National Guard member

If you use this form, your Arizona adjusted gross income is the same as your federal adjusted gross income that you entered on line 6.

**NOTE:** Even if you do not have to file, you must still file a return to get a refund of any Arizona income tax withheld.

**Do You Have to File if You are an American Indian?**

You must file if you meet the Arizona filing requirements unless **all** the following apply to you.

- You are an enrolled member of an Indian tribe.
- You live on the reservation established for that tribe.
- You earned **all** of your income on that reservation.

Enrolled members of American Indian tribes that must file a return may subtract wages earned while living and working on their tribe's reservation. **If you are eligible to subtract these wages, you must file Form 140.** In this case, do not file Form 140EZ.

To find out more, see Arizona Department of Revenue Income Tax Ruling *ITR 96-4*.

**Do You Have to File if You are a Non-Indian or Non-Enrolled Indian Married to an American Indian?**

You must file if you meet the Arizona filing requirements. For details on how to figure what income to report, see Arizona Department of Revenue Income Tax Ruling *ITR 96-4*.

## Do You Have to File if You are in the Military?

You must file if you meet the Arizona filing requirements unless **all** the following apply to you.

- You are an active duty member of the United States armed forces.
- Your only income for the taxable year is compensation received for active duty military service.
- There was no Arizona tax withheld from your active duty military pay.

If Arizona tax was withheld from your active duty military pay, you must file an Arizona income tax return to claim any refund you may be due from that withholding.

You must also file an Arizona income tax return if you have any other income besides compensation received for active duty military service.

If you are an Arizona resident and you have to file an Arizona return, you should file using Form 140. If you were an Arizona resident when you entered the service, you remain an Arizona resident, no matter where stationed, until you establish a new domicile. As an Arizona resident, you must report all of your income, no matter where stationed. You must include your military pay, but using Form 140, you may subtract all compensation received for active duty military service, to the extent such income is included in your federal adjusted gross income.

If you are not an Arizona resident, but stationed in Arizona, the following applies to you.

- You are not subject to Arizona income tax on your military pay.
- You must report any other income you earn in Arizona. Use Form 140NR, *Nonresident Personal Income Tax Return*, to report this income.

To find out more, see Arizona Department of Revenue brochure, Pub 704, *Taxpayers in the Military*.

## Residency Status

If you are not sure if you are an Arizona resident for state income tax purposes, you should get Arizona Department of Revenue Income Tax Procedure *ITP 92-1*.

### Residents

You are a resident of Arizona if your domicile is in Arizona. Domicile is the place where you have your permanent home. It is where you intend to return if you are living or working temporarily in another state or country. If you leave Arizona for a temporary period, you are still an Arizona resident while gone. A resident is subject to tax on all income no matter where the resident earns the income.

### Part-Year Residents

If you are a part-year resident, you must file Form 140PY, *Part-Year Resident Personal Income Tax Return*.

You are a part-year resident if you did either of the following during 2009.

- You moved into Arizona with the intent of becoming a resident.
- You moved out of Arizona with the intent of giving up your Arizona residency.

### Nonresidents

If you are a nonresident, you must file Form 140NR, *Nonresident Personal Income Tax Return*.

## What if a Taxpayer Died?

If a taxpayer died before filing a return for 2009, the taxpayer's spouse or personal representative may have to file and sign a return for that taxpayer. If the deceased taxpayer did not have to file a return but had tax withheld, a return must be filed to get a refund.

The person who files the return should use the form the taxpayer would have used. **If the department mailed the taxpayer a booklet, do not use the label.** The person who files the return should print the word "deceased" after the decedent's name in the address section of the form. Also enter the date of death after the decedent's name.

If your spouse died in 2009 and you did not remarry in 2009, or if your spouse died in 2010 before filing a return for 2009, you may file a joint return. If your spouse died in 2009, the joint return should show your spouse's 2009 income before death, and your income for all of 2009. If your spouse died in 2010, before filing the 2009 return, the joint return should show all of your income and all of your spouse's income for 2009. Print "Filing as surviving spouse" in the area where you sign the return. If someone else is the personal representative, he or she must also sign the return.

## Are any Other Returns Required?

You may also have to file a fiduciary income tax return. For details about filing a fiduciary income tax return, call the department at (602) 255-3381.

## Claiming a Refund for a Deceased Taxpayer

If you are claiming a refund, you **must** complete Form 131, *Claim for Refund on Behalf of Deceased Taxpayer*. Attach this form to the **front** of the return.

<b><u>DIRECT DEPOSIT</u></b>	<b><u>DIRECT PAYMENT</u></b>
<b>FAST</b> -- E-File Refunds within 7 days*	<b>FAST</b> -- E-File and E-Pay in a single step
<b>CONVENIENT</b> -- No extra trips to the bank	<b>CONVENIENT</b> -- You choose the payment date*
<b>SECURE</b> -- No lost or forged checks	<b>SECURE</b> -- Payment data is safeguarded along with other tax information
	
*AVERAGE REFUND TAKES LESS THAN 7 DAYS <span style="float: right;">*PAYMENT DATE CANNOT BE LATER THAN THE APRIL DEADLINE. ONLY AVAILABLE WHEN A RETURN IS E-FILED.</span>	

## What are the Filing Dates and Penalties?

### When Should You File?

Your 2009 tax return is due no later than midnight, April 15, 2010. File your return as soon as you can after January 1, but no later than April 15, 2010.

### What if You Cannot File on Time?

You may request an extension if you know you will not be able to file on time.

**NOTE:** *An extension does not extend the time to pay your income tax. For details, see the instructions for Arizona Form 204.*

### To get a filing extension, you can either:

1. Apply for a state extension (Form 204). To apply for a state extension, file Arizona Form 204 by April 15. See Form 204 for details. You do not have to attach a copy of the extension to your return when you file, but make sure that you check box **82F** on page 1 of the return. If you must make

a payment, use Arizona Form 204, or visit [www.aztaxes.gov](http://www.aztaxes.gov) to make an electronic payment.

2. You may use your federal extension (federal Form 4868). File your Arizona return by the same due date. You do not have to attach a copy of your federal extension to your return, but make sure that you check box **82F** on page 1 of the return.

## When Should You File if You are a Nonresident Alien?

You must file your Arizona tax return by April 15, even though your federal income tax return is due on June 15. If you want to file your Arizona return after April 15, you must file for an extension by April 15. If you have a federal 6-month extension until December 15, 2010, Arizona will recognize the federal extension, but only for a period of 6 months from the due date of your Arizona return. So, if you are filing your Arizona return under a federal extension, you must file your Arizona return by October 15, 2010, even though your federal return will not be due until December 15, 2010. See Form 204 for extension filing details.

If you are a fiscal year filer, your return is due on the 15th day of the fourth month following the close of your fiscal year.

## What if You File or Pay Late?

If you file or pay late, we will charge you interest and penalties on the amount you owe. If the U.S. Post Office postmarks your 2009 calendar year return by April 15, 2010, your return will not be late. You may also use certain private delivery services designated by the IRS to meet the "timely mailing as timely filed" rule.

## Late Filing Penalty

If you file late, we will charge you a late filing penalty. This penalty is 4½ percent of the tax required to be shown on the return for each month or fraction of a month the return is late. This penalty cannot exceed 25 percent of the tax found to be remaining due.

## Late Payment Penalty

If you pay your tax late, we will charge you a late payment penalty. This penalty is ½ of 1 percent (.005) of the amount shown as tax for each month or fraction of a month for which the failure continues. We charge this penalty from the original due date of the return until the date you pay the tax. This penalty cannot exceed a total of 10 percent.

## Extension Underpayment Penalty

If you file your return under an extension, you must pay 90 percent of the tax shown on your return by the return's original due date. If you do not pay this amount, we will charge you a penalty. This penalty is ½ of one percent (.005) of the tax not paid for each 30 day period or fraction of a 30 day period. We charge this penalty from the original due date of the return until the date you pay the tax. This penalty cannot exceed 25 percent of the unpaid tax. If we charge you the extension underpayment penalty, we will not charge you the late payment penalty under Arizona Revised Statutes section 42-1125.D.

**NOTE:** *If you are subject to two or more of the above penalties, the total cannot exceed 25 percent.*

## Interest

We charge interest on any tax not paid by the due date. We will charge you interest even if you have an extension. If you have an extension, we will charge you interest from the original due date until the date you pay the tax. The Arizona interest rate is the same as the federal rate.

## When Should You Amend a Return?

If you need to change your return after you have filed, you should file Form 140X, *Individual Amended Return*. You should file your amended return after your original return has processed. **Do not** file a new return for the year you are correcting. Generally, you have four years to amend a return to claim a refund.

If you amend your federal return for any year, you must also file an Arizona Form 140X for that year. You must file the Form 140X within 90 days of the final determination of the IRS.

If the IRS makes a change to your federal taxable income for any year, you must report that change to Arizona. You may use one of the following two options to report this change.

### Option 1

You may file a Form 140X for that year. If you choose this option, you must amend your Arizona return within 90 days of the final determination of the IRS. Attach a complete copy of the federal notice to your Form 140X.

### Option 2

You may file a copy of the final federal notice with the department within 90 days of the final determination of the IRS. If you choose this option, you must include a statement in which you must:

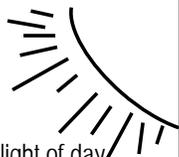
1. Request that the department recompute your tax; and
2. Indicate if you agree or disagree with the federal notice.

If you do not agree with the federal notice, you must also include any documents that show why you do not agree.

If you choose option 2, mail the federal notice and any other documents to:

Arizona Department of Revenue

1600 W. Monroe, Attention: Individual Income Audit  
Phoenix, AZ 85007-2650

 <p>Forget about midnight runs to the post office</p> <p><a href="http://www.azdor.gov">www.azdor.gov</a></p>	 <p>See the light of day from the comfort of your home with E-File</p> 
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## Line-by-Line Instructions

### Tips for Preparing Your Return:

- Make sure that you write your SSN on your return.
- Complete your return using black ink.
- You **must** round dollar amounts to the nearest whole dollar. If 50 cents or more, round up to the next dollar; if less than 50 cents, round down. Do not enter cents.
- You must complete your federal return before you can start your Arizona return.
- Make sure you include your home telephone number. If your daytime number is not the same as your home number, make sure you also include a daytime telephone number.

### Entering Your Name, Address, and Social Security Number (SSN)

**NOTE:** Please make sure that you write in your SSN on the appropriate line.

If your booklet has a peel-off label, use that label if all the information is correct. **If any of the information on the label is incorrect, do not use the label.** Attach the label after you finish your return. If you do not have a peel-off label, print or type your name, address, and SSN in the space provided.

If you are filing a joint return, enter your SSNs in the same order as your names. *If your name appears first on the return, make sure your SSN is the first number listed.* If you are a nonresident of the United States or a resident alien who does not have an SSN use the identification number (ITIN) the IRS issued to you.

For a deceased taxpayer, see page 2 of these instructions.

Use your current home address. The department will send your refund or correspond with you at that address.

**NOTE:** Make sure your SSN is correct. If you are filing a joint return, also make sure you list your SSNs in the same order every year.

Make sure that you enter your SSN on your return. Make sure that all SSNs are clear and correct. You may be subject to a penalty if you fail to include your SSN. It will take longer to process your return if SSNs are missing, incorrect, or unclear.

### Identification Numbers for Paid Preparers

If you pay someone else to prepare your return, that person must also include an identification number where asked.

A paid preparer may use any of the following.

- his or her SSN
- his or her PTIN
- the federal employer identification number for the business

A paid preparer who fails to include the proper numbers may also be subject to a penalty.

### Your Filing Status

#### Line 4 Box - Married Filing a Joint Return

You may use this filing status if married as of December 31, 2009. It does not matter whether or not you were living with your spouse. You may use this filing status if your spouse

died during 2009 and you did not remarry in 2009. See page 2 of these instructions for details.

#### Line 5 Box - Single

Use this filing status if you were single on December 31, 2009. You are single if any of the following apply to you.

- You have never been married.
- You are legally separated under a decree of divorce or of separate maintenance.
- You were widowed before January 1, 2009, and you did not remarry in 2009, and you do not qualify to file as a qualifying widow or widower with dependent children on your federal return.

## Did You Know?

Tax software does all the hard work for you! The software:

- Calculates Tax
- Does the Math
- Selects Forms and Schedules
- Makes Complex Returns Simple
- Checks for Errors Before You File
- E-Files the IRS and AZ Returns at the same time
- Gives Proof of E-Filing



[www.azdor.gov](http://www.azdor.gov)

For details & eligibility

**FREE  
E-File  
Available**

### Income

#### Line 6 - Federal Adjusted Gross Income

You must complete your federal return before you enter an amount on line 6. You must complete a 2009 federal return to figure your federal adjusted gross income. You must complete a federal return even if you do not have to file a federal return.

### Figuring Your Tax

#### Line 7 - Standard Deduction and Personal Exemption

If your filing status is:	Your standard deduction and personal exemption are:
Married filing jointly	\$ 13,554
Single	\$ 6,777

#### Line 8 - Arizona Taxable Income

Subtract line 7 from line 6 and enter the result. Use this amount to find your tax using the Optional Tax Tables.

#### Line 9 - Tax Amount

Enter the tax from the Optional Tax Tables.

### Lines 10 and 11 - Clean Elections Fund Tax Reduction

You may designate \$5 of your tax go to the Clean Elections Fund and may also reduce your tax by up to \$5. If you are married filing a joint return, both you and your spouse may make this designation and also reduce your tax by up to \$10.

#### Single Taxpayers and Married Taxpayers Filing a Joint Return With Only One Spouse Making a Designation

To make this designation, check box 101 marked yourself.

If you checked box 101 and the amount on Form 140EZ, page 1, line 9 is \$10 or more, enter \$5 on line 11. If the amount on line 9 is less than \$10, complete the worksheet below.

#### Married Taxpayers Filing a Joint Return With Both Spouses Making a Designation

If both spouses want to make this designation, one spouse should check box 101, and the other spouse should check box 102.

If you checked both box 101 and box 102 and the amount on Form 140EZ, page 1, line 9 is \$20 or more, enter \$10 on line 11. If the amount on line 9 is less than \$20, complete the worksheet below.

Family Income Tax Credit Worksheet		
	Check one	
	Yes	No
If you checked filing status 4, is the amount on Form 140EZ, page 1, line 6, \$20,000 or less?		
If you checked filing status 5, is the amount on Form 140EZ, page 1, line 6, \$10,000 or less?		
If you checked no, STOP. You do not qualify for this credit. If you checked yes, complete the rest of this worksheet.		
If you checked filing status 4 (married filing jointly), enter \$80 here. If you checked filing status 5 (single), enter \$40 here. Also enter this amount on Form 140EZ, page 1, line 13.	\$	00

**NOTE:** The family income tax credit will only reduce your tax and cannot be refunded.

### Line 14 - Clean Elections Fund Tax Credit

**NOTE:** Amounts designated to the Clean Elections Fund on Form 140EZ, page 1, lines 10 and 11 do not qualify for the credit. Do not include those amounts here regardless of whether you made the designation this year or in a prior year.

If you made a contribution to the Citizens Clean Elections Fund, you may take a credit for those contributions.

For 2009, you may claim a credit for:

- Donations made directly to the fund during 2009.
- A donation made to the fund on your 2008 income tax return that you filed in 2009.

You may not claim a credit on the 2009 return for a donation made to the fund on your 2009 return. If you make a donation to the fund with your 2009 return, that you file in 2010, you may claim a credit for that donation on your 2010 return.

Complete the worksheet below to figure your credit.

Worksheet for Calculating the 2009 Clean Elections Fund Tax Credit	
1. Enter the amount donated directly to the fund during 2009.	
2. Enter the amount donated to the fund with your 2008 tax form.	
3. Add line 1 and line 2. Enter the total.	
4. Enter the amount from Form 140EZ, line 12.	
5. Enter the amount from Form 140EZ, line 13.	
6. Subtract the amount on line 5 from the amount on line 4.	
7. Multiply the amount on line 6 by 20% (.20).	
8. Enter \$640 if single. Enter \$1,280 if married filing joint.	
9. Enter the larger of line 7 or line 8.	
10. Enter the smaller of line 3, line 6, or line 9 here and also on Form 140EZ, line 14.	

**NOTE:** This credit will only reduce your tax and cannot be refunded. You may not carry forward any amount of unused credit.

Clean Elections Fund Tax Reduction Worksheet	
1. Enter the amount of tax from Form 140EZ, page 1, line 9.	
2. If you checked box 101, enter \$5. If a joint return and your spouse also checked box 102, enter \$10.	
3. Balance of tax eligible for tax reduction. Subtract line 2 from line 1. If less than zero, enter zero "0".	
4. If you checked box 101, enter \$5. If a joint return and your spouse also checked box 102, enter \$10.	
5. Tax reduction. Enter the lesser of line 3 or line 4. Also enter this amount on Form 140EZ, line 11.	

**NOTE:** Amounts designated to the Clean Elections Fund here do not qualify for the credit on line 14.

### Line 13 - Family Income Tax Credit

**e-file** e-File software will let you know if you are eligible and will figure the credit for you.

You may take this credit if you meet the income threshold for your filing status.

If you are married filing a joint return with no dependents, you may take this credit if the amount on Form 140EZ, page 1, line 6, is \$20,000 or less.

If you are single with no dependents, you may take this credit if the amount on Form 140EZ, page 1, line 6, is \$10,000 or less.

You may qualify for this credit even if your parents can claim you as a dependent on their income tax return.

To figure your credit, complete the following worksheet.

## Payments

### Line 16 - Arizona Income Tax Withheld

Enter the Arizona income tax withheld shown on the Form(s) W-2 from your employer. Attach the Form(s) W-2 as the last page of your return.

**NOTE:** You should receive your Form(s) W-2 no later than January 31. If you did not receive a Form W-2 or you think your Form W-2 is wrong, contact your employer.

### Line 17 - 2009 Arizona Extension Payment (Form 204)

Use this line to report the payment you sent with your extension request, or the electronic extension payment you made using [www.aztaxes.gov](http://www.aztaxes.gov).

### Line 18 - Increased Excise Tax Credit

You may take this credit if you meet all of the following:

1. You meet the income threshold for your filing status.
2. You are not claimed as a dependent by any other taxpayer.
3. You were not sentenced for at least 60 days of 2009 to a county, state or federal prison.

If you are married filing a joint return, you may take this credit if the amount on Form 140EZ, page 1, line 6, is \$25,000 or less. If you are single, you may take this credit if the amount on Form 140EZ, page 1, line 6, is \$12,500 or less.

To figure your credit, complete the following worksheet.

Credit for Increased Excise Taxes Worksheet		
	Check one	
	Yes	No
If you checked filing status 4, is the amount on Form 140EZ, page 1, line 6, \$25,000 or less?		
If you checked filing status 5, is the amount on Form 140EZ, page 1, line 6, \$12,500 or less?		
If you checked no, STOP. You do not qualify for this credit. If you checked yes, complete the rest of this worksheet.		
If you checked filing status 4 (married filing jointly), enter \$50 here. If you checked filing status 5 (single), enter \$25 here. Also enter this amount on Form 140EZ, page 1, line 18.		00

**Note:** The credit cannot exceed \$100 per household. Do not claim this credit if someone else in your household has already claimed \$100 of the credit. If someone else in your household has claimed less than \$100, you may claim the credit as long as all credit claims filed from your household do not exceed \$100.

## Refund or Tax Due

### Line 20 - Tax Due

If line 15 is more than line 19, subtract line 19 from line 15 and enter the amount of tax due. Skip lines 21 and 23.

### Line 21 - Overpayment

If line 19 is more than line 15, subtract line 15 from line 19.

### Line 22 - Voluntary Gift to the Citizens Clean Elections Fund

You may give some or all of your refund to the Citizens Clean Elections Fund. If you want to give some or all of your refund to this fund, check box 22A1 and enter on line 22 the amount you want to give.

**NOTE:** If you enter an amount on this line, your refund will be reduced by the amount you enter.

You may also send in additional money with your return. If you send in additional money with your return, include that amount on line 24. Check box 22A1 and enter the amount you want to give on line 22.

If you make a donation to the fund with your 2009 return, that you file in 2010, you may claim a credit for that donation on your 2010 return.

The Citizens Clean Elections Fund provides funding to each participating candidate who qualifies for campaign funding.

### Line 23 - Refund

Subtract line 22 from line 21. Enter your refund on line 23 and skip line 24.

If you owe money to any state agency and certain federal agencies, your refund may go to pay some of the debt. If so, the department will let you know by letter.

**Tax Tip:** If you change your address before you get your refund, let the department know. Write to: Refund Desk, Arizona Department of Revenue, 1600 W Monroe, Phoenix AZ 85007. Make sure that you include your SSN in your letter.

Submits your IRS and AZ Returns at the same time  
 Figures Clean Election Fund Tax Reduction  
 Calculates Deductions and Exemptions  
 Checks for Errors before you file  
 And, Much More



Saves Time ★ Safe ★ Faster Refunds

Most taxpayers using this form are eligible for FREE e-File. Log on [www.azdor.gov](http://www.azdor.gov) to see if you qualify.



### Direct Deposit of Refund

Complete the direct deposit line if you want us to directly deposit the amount shown on line 23 into your account at a bank or other financial institution (such as a mutual fund, brokerage firm or credit union) instead of sending you a check. Be sure to check the box if the direct deposit will ultimately be placed in a foreign account.

**NOTE:** Check the box on line 23A if the direct deposit will ultimately be placed in a foreign account. If you check box 23A, do not enter your routing or account numbers. If this box is checked, we will not direct deposit your refund. We will send you a check instead.

### Why Use Direct Deposit?

- You will get your refund fast – even faster if you e-file!
- Payment is more secure since there is no check to get lost.
- It is more convenient. No trip to the bank to deposit your check.
- Saves tax dollars. A refund by direct deposit costs less to process than a check.

**NOTE:** We are not responsible for a lost refund if you enter the wrong account information. Check with your financial institution to get the correct routing and account numbers and to make sure your direct deposit will be accepted. If the direct deposit is rejected, a check will be sent instead.

### Routing Number

The routing number must be 9 digits. The first 2 digits must be 01 through 12 or 21 through 32. Otherwise, the direct deposit will be rejected and a check sent instead. On the sample check below, the routing number is 250250025.

Your check may state that it is payable through a financial institution different from the one at which you have your checking account. If so, **do not** use the routing number on that check. Instead, contact your financial institution for the correct routing number to enter here.

### Account Number

The account number can be up to 17 characters (both numbers and letters). **DO NOT** include hyphens, spaces or special symbols. Enter the number from left to right and leave any unused boxes blank. On the sample check below, the account number is 20202086. Be sure **not** to include the check number.

#### Sample Check

JOHN DOE OR JANE DOE  
123 First Street  
Sometown, AZ 00000

1234  
10-00000000

PAY TO THE ORDER OF SAMPLE \$ 1234

THIS BANK  
Sometown, AZ 00000

For 250250025 20202086 1234

Routing Number Account Number

Do not include the check number.

**Note:** The routing and account numbers may be in different places on your check.

### Line 24 - Amount Owed

Add lines 20 and 22. Enter the amount owed. You may pay only with a check, electronic check, money order, or credit card.

### Check or money order

**NOTE:** Enclose your check or money order with your return. Please do not attach your check or money order to the return. Please do not send cash.

Make your check payable to Arizona Department of Revenue. Write your SSN on the front of your check or money order.

The department cannot accept checks or money orders in foreign currency. You must make payment in U.S. dollars.

### Electronic payment from your checking or savings account

You can make an electronic payment from your checking or savings account to pay your balance due for 2009. There is no fee to use this method. To make an electronic payment, go to [www.aztaxes.gov](http://www.aztaxes.gov) click on the "Make a Payment" link. The "E-Check" option in the "Payment Method" drop-down box will debit the amount from the checking or savings account that you specify. If you make an electronic payment from your checking or savings account, you will receive a confirmation number. **Please keep this confirmation number as proof of payment.**

**NOTE:** You may not make an electronic payment from your checking or savings account if the payment will ultimately be coming from a foreign account. In this case, you must pay by check or money order.

### Credit card payment

You can pay with your Discover, MasterCard, Visa, or American Express credit card. Go to [www.aztaxes.gov](http://www.aztaxes.gov) click on the "Make a Payment" link and choose the credit card option. This will take you to a third party vendor site. The provider **will charge** you a convenience fee based on the amount of your tax payment. The service provider will tell you what the fee is during the transaction; you will have the option to continue or cancel the transaction. If you complete the credit card transaction, you will receive a confirmation number. **Please keep this confirmation number as proof of payment.**

### Installment Payments

If you cannot pay the full amount shown on line 24 when you file, you may ask to make monthly installment payments. To make this request, complete Arizona Form 140-IA and mail the completed form to the address on the Form 140-IA. **Do not mail Form 140-IA with your income tax return.** You may obtain Arizona Form 140-IA from our web site at [www.azdor.gov](http://www.azdor.gov).

If you cannot pay the full amount shown on line 24, you will be charged interest and may be charged a late payment penalty on the tax not paid by April 15, 2010. To limit the interest and penalty charges, pay as much of the tax as possible when you file.

### Line 25 - Different Last Names

If you filed an Arizona tax return within the past four years with a different last name, enter your prior last name(s).

### Sign Your Return

You must sign your return. If married filing a joint return, both you and your spouse must sign, even if only one had income. Form 140EZ is not considered a valid return unless you sign it. The department cannot send a refund check if you, and your spouse if married filing jointly, fail to sign the return.

#### FOR PEACE OF MIND...e-file



Ask your tax professional for E-File  
or  
Do-it-yourself using the Internet

[www.azdor.gov](http://www.azdor.gov)



## Instructions Before Mailing

- Make sure your SSN is on your return.
- Be sure you enter your home telephone number in the space provided on the front of your return. If your daytime number is not the same as your home number, make sure you also include a daytime telephone number.
- Check to make sure that your math is correct. A math error can cause delays in processing your return.
- Make sure your **NAME** is on the return. If you received your return in the mail, use the peel-off label. **If the label is not correct, do not use it.**
- Check the **boxes** to make sure you filled in all required boxes.
- Sign your return and have your spouse sign if filing jointly.
- Attach **all** required documents.
  1. Attach *Form(s) W-2* as the last page of your return.
  2. Write your SSN on the front of your check. Enclose your check with your return, but do not attach your check to the return.

The department may charge you \$25 for a check returned unpaid by your financial institution.

- Do not send correspondence with your return.

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## Filing Your Return

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To mail your return, use the envelope that came in your booklet.

To avoid delays, please use separate envelopes for each return.

## Where Should I Mail My Return?

If you are expecting a refund, or owe no tax, or owe tax but are not sending a payment, use the yellow address label attached to the envelope. If the envelope or label is missing, send the return to: Arizona Department of Revenue, PO Box 52138, Phoenix AZ 85072-2138.

If you are sending a payment with this return, use the white address label attached to the envelope. If the envelope or label is missing, send the return to: Arizona Department of Revenue, PO Box 52016, Phoenix AZ 85072-2016.

## Make sure you put enough postage on the envelope.

The U.S. Post Office must postmark your return or extension request by midnight April 15. A postage meter postmark will not qualify as a timely postmark. *Only a postmark from the U.S. Post Office will qualify.* You may also use certain private delivery services designated by the IRS to meet the “timely mailing as timely filed” rule.

## How Long to Keep Your Return

You must keep your records as long as they may be needed for the administration of any provision of Arizona tax law. Generally, this means you must keep records that support items shown on your return until the period of limitations for that return runs out.

The period of limitations is the period of time in which you can amend your return to claim a credit or refund or the department can assess additional tax. A period of limitations is the limited time after which no legal action can be brought. Usually, this is four years from the date the return was due or filed.

In some cases, the limitation period is longer than four years. The period is six years from when you file a return if you underreport the income shown on that return by more than 25 percent. The department can bring an action at any time if a return is false or fraudulent, or you do not file a return. To find out more about what records you should keep, get federal Publication 552.

## Where’s My Refund?

If you e-filed, you can expect your refund within 2 weeks of the date you filed. If you filed a paper return, you can expect your refund within 12 weeks of the date you filed. You can check on your refund by visiting [www.azdor.gov](http://www.azdor.gov) and clicking on “Where’s my refund?” If you have not received your refund within the noted time frames, you may call one of the numbers listed on the back cover. Before you call, be sure to have a copy of your 2009 tax return on hand. You will need to know your SSN, your filing status, your 5-digit zip code and the exact whole-dollar amount of your refund.

## Calling the Department

Your tax information on file with the department is confidential. If you want the department to discuss your tax matters with someone other than yourself, you must authorize the department to release confidential information to that person. You may use Form 285 to authorize the department to release confidential information to your appointee. See Form 285 for details.

## Did You Know...

...most taxpayers who use  
this form are eligible for  
**FREE e-File?**



To see if YOU  
qualify log on  
[www.azdor.gov](http://www.azdor.gov)



## HOW MUCH INCOME CAN YOU HAVE AND PAY NO TAXES?

You still have to file a return, but you pay no taxes if your income is less than the levels shown in the chart below. **For purposes of this chart**, "income" means Arizona adjusted gross income plus the dependent exemption claimed (Form 140, page 1, line 16 plus the amount on Form 140, page 2, line C16; or Form 140A, page 1, line 18, plus the amount on Form 140A, page 1, line 15, or Form 140EZ, page 1, line 6). *To rely on this chart, you must claim the family income tax credit if you are qualified.*

FILING STATUS				
NUMBER OF DEPENDENTS	SINGLE	MARRIED FILING SEPARATE	UNMARRIED HEAD OF HOUSEHOLD	MARRIED FILING JOINT
0	\$ 8,326	\$ 8,326	N/A	\$ 16,653
1	(A) 10,000	10,146	18,953	20,000
2	11,396	12,446	20,135	23,600
3	13,696	14,746	23,800	27,300
4	15,996	17,046	25,200	(C) 31,000
5	18,296	19,346	(B) 26,575	31,000

### EXAMPLES

	(A) single, \$10,000 income*, one dependent	(B) unmarried head of household, \$26,575 income*, five dependents	(C) married filing joint, \$31,000 income*, four dependents
Income*	\$ 10,000	\$ 26,575	\$ 31,000
less: Dependent exemption	-2,300	-11,500	-9,200
Standard deduction	-4,677	-9,354	-9,354
Personal exemption	-2,100	-4,200	-6,300
Net taxable income	\$ 923	\$ 1,521	\$ 6,146
Tax (optional tax table)	\$ 24	\$ 39	\$ 159
less: Family tax credit	-80	-240	-240
<b>Tax owed</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

\*For purposes of these examples, "income" means Arizona adjusted gross income plus the dependent exemption amount claimed.